



**DEPARTMENT OF THE TREASURY
OF PROPERTY MANAGEMENT AND CONSTRUCTION**

**PROFESSIONAL SERVICES
PRE-QUALIFICATION APPLICATION
INSTRUCTIONS FOR FORM 48A**

Rev. July 2003

<p align="center">State of New Jersey Department of the Treasury Division of Property Management and Construction</p>	<p align="center">PROFESSIONAL SERVICES PRE-QUALIFICATION APPLICATION INSTRUCTIONS FOR FORM 48A 7/03</p>
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INTRODUCTION:

N.J.A.C. 17:19-5.4 requires that firms wanting to be considered for professional consultant work with the Division of Property Management and Construction be "prequalified" by the Division. Form 48A is provided for the purpose of allowing interested firms to submit appropriate information on experience, capabilities and staffing in order to become "prequalified" by the Division. Prequalification may be required by various counties, municipalities, Boards of Education and other state committees, authorities and organizations in order to be considered for professional consultant services.

The preparer of this application must be a principal of the firm.

The application will be thoroughly evaluated by the Department of the Treasury, Division of Property Management and Construction's Pre-Qualification Unit taking into consideration the following factors:

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| 1. Completeness and accuracy of application. | 4. Integrity. |
| 2. Company profile. | 5. Experience and capabilities. |
| 3. Financial stability and viability as a going concern. | |

A firm will be assigned pre-qualification classifications based on their discipline and their pre-qualification rating. The pre-qualification rating assigned to a firm may vary by discipline. The pre-qualification ratings are:

\$ 50,000	\$ 250,000	\$1,000,000	\$ 5,000,000	\$15,000,000	\$25,000,000	Not Applicable
100,000	500,000	3,000,000	10,000,000	20,000,000	Unlimited	

Your firm will be entitled to apply for professional consultant services contracts or serve as a sub-consultant on such contracts within your approved discipline with a construction cost estimate equal to or below your firm's pre-qualification rating.

Your pre-qualification classification will be valid for a period of **two years**. The expiration date will be noted on your "NOTICE OF CONSULTANT PRE-QUALIFICATION," Form 48AN.

ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED FOR SECTIONS 13, 15, 22, AND 23. DO NOT SEND COPIES.

DEFINITIONS:

“Professional Consultant Services” are those professional services associated with research, development, design and construction administration, construction management, alteration, or renovation of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform. These services may include studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, construction management, shop drawing reviews, preparation of operating and maintenance manuals, and other related services.

“Parent Firm” is that firm, company, corporation, association, or conglomerate which is the major stockholder or highest tier owner of the firm completing this application.

“Preparer” means a principal of the firm who prepares and signs the application.

“Principals” are those individuals in a firm who are full-time and possess responsibility for its business enterprise and profitability.

“Shareholders” are owners of stock or other securities that can be converted to stock that, if exercised, would constitute 5% of the firm’s issued stock. Other securities include stock options, secured or unsecured bonds, warrants and rights.

Note: Applicant firms that are publicly held corporations should list the president, treasurer, shareholders of 5% or more of the firm’s issued stock, and only those officers and officials who meet the definition of “Principals.”

Firms applying for architecture, landscape architecture, engineering, surveying and/or planning disciplines must have at least one “Principal” registered and/or licensed in New Jersey.

“Specialty” or “Discipline” refers to the primary technical capability of individuals in the responding firm. Possession of an academic degree, professional registration, or certification in a given field of practice usually reflects an individual’s primary technical specialty.

“Key Personnel” are full time management and technical staff who have a significant role in a firm. They may be associates, studio directors, project managers, section chiefs, crew chiefs, laboratory heads, department heads, job captains or related personnel.

“Pre-qualification Rating” is the maximum dollar value of any project for which a firm may be considered within a given discipline/specialty for a professional consultant services contract or to serve as a sub-consultant on such contracts. Firms will be assigned individual pre-qualification ratings for each discipline/specialty in which a firm is pre-qualified based upon previous project experience and the firm’s professional/ technical staffing. The number of New Jersey licensed professionals in a discipline/specialty, together with prior work experience, is a factor in determining the firm’s pre-qualification rating.

“Minority Business Enterprise (MBE)” is a firm in which at least 51 percent of the beneficial ownership is held by minorities, is certified by the N.J. Commission on Commerce & Economic

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Development and whose management and daily business operations are controlled by one or more such minority individuals.

“**Women Business Enterprise (WBE)**” is a firm in which at least 51 percent of the beneficial ownership is held by a woman, is certified by the N.J. Commission on Commerce & Economic Development and whose management and daily business operations are controlled by a woman or women.

INSTRUCTIONS FOR FILING:

All items must be completed. If a particular question does not apply, the response must state "not applicable" or "N/A." If incomplete, the form may be returned for additional data prior to a detailed review.

Any firm seeking pre-qualification must have at least one principal on its staff who has been engaged in active private practice for at least two years or has been a principal for a period of at least two years in another firm immediately preceding its request for pre-qualification.

Box 1 General information. Staff size includes all staff located at this business address, including principals, technical staff and field staff. **Clerical support staff are not to be included.**

Box 2 A federal tax ID number may be obtained from the Internal Revenue Service. Individuals or small firms may use their Social Security Number.

Box 3 Date application prepared.

Box 4 The following types of ownership require submission of the noted certificates:

- (a) **Architectural or Engineering Firms**, which are **General Corporations** must submit a copy of their firm’s “Certificate of Authorization” issued by the appropriate New Jersey State Board.
- (b) **All Firms** which are **Professional Corporations (Subchapter S)** must submit a copy of their firm’s “Certificate of Incorporation-Professional Services” which is issued by the NJ Department of the Treasury, Division of Revenue, Commercial Recording. Contact NJ Business Services, 609-292-9292.
- (c) Any other type of consulting firm (Construction Management, Environmental Consultant, etc.) which is a **General Corporation** must submit a copy of the firm’s “Certificate of Authority” issued by the NJ Department of the Treasury, Division of Revenue or a copy of the firm’s corporation papers stamped “filed” by the NJ Department of the Treasury, Division of Revenue, Commercial Recording.
- (d) Limited Liability Corporation (LL Corp) must submit a Certificate of Authorization from the appropriate State Licensing Board.
- (e) Limited Liability Company (LL Company) must submit a Certificate of Formation stamped “filed” from the NJ Department of the Treasury, NJ Division of Revenue, Corporate Filing Unit, P.O. Box 308, Trenton, NJ 08625.

- (f) In order for **architectural partnerships** to be pre-qualified, **all partners must be New Jersey licensed.** This is a requirement of the New Jersey State Board of Architects.

Box 5a. Check the appropriate box that applies to your firm. If an MBE or WBE box is checked, Certification Certificates, which are issued by the N.J. Commission on Commerce and Economic Development, must be included in your application package.

Box 5b. Recently enacted State law requires that all consultants, contractors, and subcontractors provide proof of their registration with the State of New Jersey, Department of the Treasury, Division of Revenue. To contact the Division of Revenue Client Services, call 609-292-1730 or visit their web site: www.state.nj.us/njbgs/services.html. **Enclose a copy of your New Jersey Treasury, Division of Revenue, "Proof of Business Registration Certificate" with your 48A application.**

Box 5c. Pursuant to P.L.2003, c.117, effective 7/1/03, all applicants are required to remit a fee of \$100 made payable to "Treasurer – State of New Jersey."

Box 6a Firms having CADD capability may receive a higher pre-qualification rating depending upon staff size and project examples submitted.

Box 6b Checking "yes" will include your firm on a list of firms willing to perform consulting work for the federal government upon short notice during a national emergency.

Box 7 See definition of "Parent Firm."

Box 8 Do not provide any former firm names beyond 10 years.

Box 9 The qualifications and staff size of a satellite office will be taken into consideration during the pre-qualification process and may increase a firm's pre-qualification rating. List the satellite you wish to be considered. Provide a list of all other satellite offices on a separate sheet. Only the full time staff in the designated satellite office should be included in Section 13 and 17.

Box 10 Include the full name as well as the contact person's name, title and phone number of any other public agencies, departments or authorities for which you have a valid, current pre-qualification classification.

Box 11 In order for a firm to receive pre-qualification in a discipline requiring a New Jersey license or registration, a principal of the firm must hold a New Jersey license, certification or registration in that discipline issued by the N.J. Department of Law and Public Safety, Division of Consumer Affairs. If the box marked "other" is checked, please indicate the discipline or specialty you are requesting.

Box 12 Submit a box diagram of the firm's organization including titles, names and reporting relationships of principals and key personnel. Include charts for the parent firm and satellite office if applicable. The charts should be detailed enough to fully explain your firm's organization. Use additional sheets if necessary.

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Box 13 List only staff who are registered, licensed or certified by the State of New Jersey who work in the office to be pre-qualified and the designated satellite office. **The original signature of each person listed must be included.**

Box 14 See the definition section of this form for “Principals” and “Key Personnel.” Do not attach resumes. Use only the space provided in Box D for each person. Use additional resume sheets, if necessary.

Box 15 Answer all of the questions. If any require an explanation, do so as an attachment marking each page with the firm’s name and federal tax ID number. Round out the fees to the nearest \$100.

Box 16 Provide financial statements which are appropriate for the pre-qualification rating that you expect to receive based upon the information provided in Box 18. **THE FINANCIAL STATEMENT IS MANDATORY. REQUESTS FOR QUALIFICATION WILL NOT BE PROCESSED WITHOUT THE ACCOMPANYING VALID FINANCIAL STATEMENT.**

The financial information for **the last two calendar years** must be:

Completed by an accountant or certified public accountant,
not by a tax professional;

Submitted with the 48A application to **DPMC with a copy of the accountant’s signed cover letter.** Such financial statements shall be completed by a certified public accountant or public

accountant who is independent of and not an employee of the firm for whom the financial statements are being provided;.

Cannot be consolidated statements.

Note: Tax returns WILL NOT be accepted in lieu of financial statements and compilations unless the firm is a sole proprietorship.

Box 17 This box contains a complete listing of all of the disciplines or specialty areas in which DPMC issues a pre-qualification rating. Please place an “X” in column “A” adjacent to those classification disciplines or specialties in which you wish your firm to be considered for an award of a contract. Should your firm have the in-house capability to perform services in a listed discipline/specialty but prefers not to seek an independent contract in those areas, complete the staffing columns for that discipline/specialty; however, do not place an “X” in column “A” adjacent to that particular discipline/ specialty.

Should a staff member be qualified in more than one discipline or specialty area, that member can be included as staff in as many specialty/discipline areas as apply.

Only list full-time technical staff. For a firm to receive a pre-qualification rating in a licensed discipline, at least one “Principal” must hold a New Jersey registration and/or New Jersey professional license and be assigned to the office seeking pre-qualification. Having licensed staff in a satellite office but none in the pre-qualified office will not meet the license requirements. (Refer to definition of “Principal”).

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Box 18 In order to achieve a pre-qualification rating in a specific specialty/discipline, a minimum of three (3) projects must be listed; two (2) of which have been completed and occupied. It is advisable to list large projects to justify a higher rating. In the case of studies or master plans, list a minimum of three (3) projects with the estimated construction cost of the project or the fee your firm received for your work. In the left-hand column titled "specialty type," include as many codes as apply to the type of work that your firm performed on that project.

Regarding pre-qualification for construction management, discipline 29, credit is given only when a firm has performed as the owner's representative on-site to oversee the work of designers, contractors and sub-contractors.

If pre-qualification is requested for discipline 34, historical preservation/ restoration, attach supporting documentation such as certificates, awards, newspaper/magazine articles, memberships in historical societies, photographs, etc.

***All projects must have been completed within the past ten (10) years.** Use additional sheets if necessary.

Box 19 Firms are encouraged to include brochures, pamphlets, photos and other literature or examples of their work.

Box 20 Self-explanatory.

Box 21 Complete all items on this form. Do not attach insurance documents.

Box 22 Self-explanatory. **Each Principal must complete and sign a separate certification.** Please note that each certification must be notarized.

Box 23 Certification of Applicant. All of the items on the Form 48A must be complete. The completed form must be signed by a Principal of the firm, preferably the Chief Executive Officer, and **notarized**. If the firm is a corporation, the corporate seal must be affixed.

If you have questions about the information required on this application, call (609) 984-6979.

Please mail the completed original application and check for prequalification fee to:

Pre-Qualification Unit
Division of Property Management & Construction
State of New Jersey - Department of the Treasury
PO Box 034
33 West State Street, 9th Floor
Trenton NJ 08625-0034

PROCESSING

The Consultant Pre-Qualification Unit has 30 days from receipt of the COMPLETE APPLICATION to review and process it. In the event that section(s) of the application are returned to your firm because of incomplete information or for clarification, you must return the requested information to be pre-qualified. Upon receipt by the Pre-Qualification Unit, your revised application will be subject to an additional **30** calendar day processing time period.

Upon the completion of the review of your firm's application, you will be sent a "Notice of Pre-Qualification."

APPEALS

If a firm does not agree with its pre-qualification classification as assigned by the Pre-Qualification Unit, or the denial of a pre-qualification classification, it may appeal in writing to the Pre-Qualification Unit for reconsideration. The reasons for the appeal must be detailed and specific points to be reconsidered must be included in the appeal. Results of this review will be made known to the firm in writing. If the firm still does not agree with its pre-qualification classification, it may appeal in writing to the Director of the Division of Property Management and Construction whose decision shall be final.

UPDATING YOUR FORM 48A

In the event of changes in ownership, address, circumstances, conditions or status of the firm that would require amending the answers to this application, or would reduce or change your pre-qualification rating or specialty/discipline, the applicant must notify the Pre-Qualification Unit in writing of such changes within 60 calendar days after the change has occurred. Failure to

do so may result in the temporary suspension of the firm's pre-qualification to submit proposals on professional consulting services contracts or to serve as sub-consultants on such contracts until the application is amended to reflect the current status and reviewed by the Pre-Qualification Unit.

The Department of the Treasury reserves the right to review your application at any time to verify the information provided. In order to keep your file as current as possible, please provide the unit with copies of renewed licenses and certificates.

The applicant may amend their Form 48A anytime if conditions or status of the firm changes that may upgrade the firm's classification or rating. A letter of explanation along with the appropriate back up data will be required in order to properly evaluate your request.